



## **Report to ASTRA Participants**

**May 18, 2006**

# State of Kansas Department of Administration

## Our Vision:

*The Department of Administration will lead the enterprise toward a shared service organization by modeling teamwork, cost effective business practices, and quality customer services.*

## Our Mission:

*We provide quality services---responsibly.*

## Our Identity:

*The Department of Administration helps Kansas Government run smoothly.*

## Our Promise:

*We promise to satisfy our customers with innovative, value-driven services.*

## Our Values:

*Communication*

*Commitment*

*Credibility*

*Character*

## **Division of Accounts & Reports**

**Bob Macke, Director**

Primary Website: <http://www.da.ks.gov/ar/>

### **RFP for the FMS**

- We have completed the final draft of the RFP to obtain a consulting firm to update the Needs Assessment Report that was conducted in late 2001 to assess the need for a Financial Management System (FMS) or similar system for the State of Kansas.
- The current RFP is being reviewed and we hope to send it to potential vendors by the end of May.
- As a part of the work to be performed, we are asking the consultant to also review all of the recommendations arrived at in 2001 to ensure that implementing an FMS is still the best solution to meet the needs of the State's agencies and stakeholders in terms of managing financial information.
- Like the first Needs Assessment in 2001, the consultant has been asked to get input from agencies and stakeholders either through individual interviews, group meetings or surveys. (During the original Needs Assessment 2001, 90% of the agencies provided input)
- The Needs Assessment should be completed by the end of November.
- If the assessment concludes the State should implement an FMS or similar system and if funding is approved, we will ask the consultant to assist in writing a second RFP to select a software company. This second RFP should be completed in April of 2007.
- The goal of this project is to have one Financial Management System for the State of Kansas that everyone can use to gather meaningful information at any time to assist in evaluating options, making decisions, produce cost/benefit analysis, etc.
- A new FMS will eliminate the need for "Shadow Systems" that cost the State a tremendous amount of money to develop and maintain.

### **Progress on the SHARP Upgrade**

- The SHARP Upgrade project kickoff was held on March 2<sup>nd</sup> and implementation is to be completed by June 2007.
- The project appears to be ahead of schedule in many areas and testing of the new upgrade continues regularly.
- Communication to users will occur closer to implementation via Web site updates, e-mails and a SHARP Upgrade meeting for agencies to attend.
- Updates will continue to be provided through ASTRA meetings, HR meetings, and agency meetings

### **Fiscal Year Closing Information**

- Informational Circulars 06-A-006 dated April 14<sup>th</sup> and 06-P-025 dated April 19<sup>th</sup> were released to provide information and cutoff dates for fiscal year closing.
- Please refer to the A&R Web site for copies of the Circulars.
- A letter will be mailed on Friday, May 17<sup>th</sup>, with a report listing your agencies' outstanding prior year encumbrances. This is provided as an aid to be used when you start reviewing outstanding balances in preparing for the close of the fiscal year.

## **Division of Accounts & Reports (continued)**

**Bob Macke, Director**

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### **Policy and Procedure Manual (PPM)**

- The A&R and Procedure Review Team continue to review current policy and procedures.
- We have 27 members representing 15 agencies and meetings are held every two weeks.
- The review team is currently working the following policies and procedures:
  - Official Hospitality Payment Guidelines
  - Printing for State Agencies
  - Property Inventory, Capital Assets Records
  - Fiscal Year Closing of Obligations – General
  - Fiscal Year-end Outstanding Obligations
- If anyone has any questions or concerns regarding these policies, please contact Martin Eckhardt in A&R at 296-2661 or [martin.eckhardt@da.state.ks.us](mailto:martin.eckhardt@da.state.ks.us)

### **Stars Vendor File Address Validation**

- Information Circular 06-A-007 was issued on April 21, 2006, which discussed our vendor address validation software move from Finalist to First Logic. The implementation occurred on May 8, 2006 and your agency will now receive a report each day that there are address errors requiring further clarification or correction. Please make sure those staff members who work with the vendor file are aware of this change.

## **Division of Facilities Management and Printing**

**D. Keith Meyers, Director**

Facilities Operations Website: <http://www.da.ks.gov/fm/>

Facilities Planning Website: <http://www.da.ks.gov/fp/>

Printing Website: <http://www.da.state.ks.us/print>

Surplus Property Website: <http://www.da.ks.gov/surplus/>

### **Building Tenant Manual**

- Updated through work of a subgroup of the Building Tenant Group
- Now available at:  
<http://www.da.ks.gov/fm/dfm/information/handbook.htm>

### **Acquisition of Additional Evacuation Devices in Capitol Complex**

### **Capitol Complex Recycling and Green Chemicals Pilot**

### **Follow-up on Hays Regional Business Center**

- Memo out to agencies requesting completion of the follow up survey that will assist in the development of a project program and potential design solution. A completion date of June 2<sup>nd</sup> has been requested. Contact Leasing Shared Services Team Chair, Richard Gaito, at 296-2917 or [RichardGaito@aging.state.ks.us](mailto:RichardGaito@aging.state.ks.us) if you have any questions or concerns.

### **Leased Space Co-Location Roadmap**

- The Leasing Shared Services Team has developed a timeline for future leased space co-location efforts built around the lease expiration date for the anchor agency in each location. Contact with agencies about these opportunities will occur 24 months prior to the anchor agency's lease end date. A co-location effort has just gotten underway in Independence with two more getting started this summer in Junction City and Lawrence. If you would like to learn more about these opportunities, please contact Mark Stock at 368-7469.

### **Vehicle Auctions**

- Mid-Kansas Auto Auction Inc. is available to handle fleet reduction vehicle auctions in western Kansas
- Carlson's will auction fleet reduction vehicles on June 19<sup>th</sup> in Topeka

### **Topeka State Hospital Cemetery Memorial Dedication**

- Wednesday, May 24<sup>th</sup>

## Division of Personnel Services

*George Vega, Director*

Website: <http://da.state.ks.us/ps/>

### FY 07 Pay Plan

- 2006 SB 480 provides for:
  - A 1.5% general increase to the classified pay plan, effective at the beginning of FY 07.
  - A single step increase effective Sept. 10, 2006, for classified employees on step 15 or lower whose latest performance review rating during the 12-month period preceding Sept. 10, 2006 is at least satisfactory.
  - Step 16 is being added back to the matrix, so employees currently on step 15 will be eligible for a step increase.
  - All current employees and any employee hired prior to the end of FY06 will be eligible for this step increase.
  - A base pay rate increase equivalent to a single step increase effective Sept. 10, 2006 for classified persons who are at a pay rate above the pay grade for their job class.
  - This provision applies to the so called "phantom steps" 83, 84, etc. Employees on those steps are predominantly Troopers, but there are some CO's and a few JCO's currently above step 15.
  - A \$0.30 per hour retention incentive pay rate differential for the building trades classes (those with the "N2" suffix on their job codes) effective at the beginning of FY 07.
  - This differential will apply to all hours in pay status for eligible employees.
  - A new earnings code will be developed for this differential. (if asked, we believe that the code will be "S-14 – Pay Diff – Building Trades Class")
  - An additional single step increase for uniformed correctional officer job classes of the Dept. of Corrections and Juvenile Correctional Officer job classes of the Juvenile Justice Authority, effective at the beginning of FY 07.
  - An additional single step increase for Larned State Hospital employees who currently earn an hourly pay rate differential for hazardous duty pay.
  - Although the bill does not specify, we are interpreting this increase to take effect at the beginning of FY 07.
  - Increase entry level pay for the Correctional Officer I (A) job class by two steps, from pay grade 17/step 4 to pay grade 17/step 6, effective at the beginning of FY 07.
  - A 2% merit pool increase for unclassified employees.

## **Division of Personnel Services (continued)**

*George Vega, Director*

Website: <http://da.state.ks.us/ps/>

### **Other Legislative Issues**

- Neither of the two bills proposing two additional holidays for state employees (HB 2743 or 3019) passed.
- House Substitute for Senate Bill 270 raised the KPERS earning limitation for retirees who return to the same employer from which the employee retired from \$15,000 to \$20,000. For more information, consult the KPERS website or speak with KPERS staff or your agency's designee.
- Senate Substitute for HB 2928 prohibits employers from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence or sexual assault and takes time off work to obtain or attempt to obtain any relief to help ensure the health, safety or welfare of the victim or the victim's child. The bill sets penalties for employers and entitlements for employees.

### **Career Fair**

State agencies and the Diversity Network sponsored a Career Fair on Friday, May 12, in Topeka. This career fair is one of a series of four fairs – the remaining three will be in Kansas City, Wichita and Garden City. These fairs are being held in response to Diversity Summits which were held in the same four cities last Fall.

- The goals of the Career Fair were:
  - Hire qualified people to fill positions throughout state government;
  - Improve our recruitment of individuals from minority and disability communities, where we have uneven or worse success in recruitment;
  - Create an action-oriented recruitment approach by providing interview and testing on-the-spot, mock interviews, applicant workshops to teach people how to apply for state employment, and access to computers to visit our websites and apply online;
  - Be more accessible to working people by being available from 10am – 2pm and from 4pm – 7pm.
- Here is raw, preliminary data from the Career Fair:
  - 551 registrants (potential employees)
  - 73 participants in applicant workshop
  - 72 job interviews and/or testing
  - 55 participants in on-line application
  - 24 state agencies participated
  - 15 mock interviews

## **Division of Purchases**

**Chris Howe, Director**

Primary Website: <http://www.da.ks.gov/purch>

Bid Solicitation List: <http://www.da.ks.gov/purch/rfq/>

Procurement Contracts: <http://www.da.ks.gov/purch/contracts/Contract.asp>

### **Contract Development Meeting – Date Change**

- ***New Date: Tuesday, June 6, 2006***

### **State Use Catalog**

- 2006 Catalog is available [call Envision at 800-685-7959]
- 2006 Catalog is also available on-line - .pdf format
  - (<http://www.da.ks.gov/purch/2006StateUseCatalog.pdf>)
- Prior Authorization Form modification for State Use Catalog Waiver
  - <http://www.da.ks.gov/purch/PriorAuthForm.doc>
  - Expect that obtaining a waiver will be tough, but fair
- Envision, TECH and Disability Supports products from the State Use Catalog are now available from Corporate Express.
- KETCH Products will be available through Corporate Express by August 1<sup>st</sup> (maybe earlier)

### **Vehicle Rental – 07727 – Enterprise Rent-A-Car**

- <http://www.da.ks.gov/purch/contracts/ContractData/07727.doc>
- Presentation later this afternoon
- BTA Bank Statement Reconciliation Assistance
- Back-up Provider(s)

### **Travel Services**

- <http://www.da.ks.gov/purch/Contracts/ContractData/07561.doc>
- On-Line Booking Tool Now available
- The booking fee for on-line, no agent assistance will be \$8.50.
- Prior to booking travel on the website, State travelers should complete their travel profile. This step is required and will expedite the reservation process

### **Advertising, On-Line Job Posting Services (Pilot Program)**

- <http://www.da.ks.gov/purch/contracts/ContractData/09300.doc>
- Career-BUILDER.com
- \$150 per post (vs. \$398 without contract)

### **Reminders:**

- ***Use ethanol-based fuels in State or Enterprise vehicles***
- ***Use re-manufactured cartridges – save money – help persons with disabilities***